

Policy and Procedure New Books to Regular Shelves

Revised October 9, 2003

New fiction and non-fiction books, including mysteries and rental books, are shelved together in one section of the library. These items will remain shelved separately from the regular collection until the item meets one of the following criteria:

- There is no longer sufficient space on the designated shelves to house the collection. Items with the oldest processing date will be pulled first to create space.
- The books have been in the new section for a period of 6-9 months.

The following is an exception to the above criteria:

- An item will remain on the new shelves as long as it appears on *The New York Times* best sellers list (available weekly at the circ desk).

Procedure when pulling the new books:

- Books should be pulled bimonthly, about the 1st and 15th
- Check the yellow stickers for the month and year the book was processed. Use this information to choose the items to be moved.
- Put the books on a cart and take to circ desk

Once the books are pulled remove any labels identifying the book as new and then do the following:

- Single book change
 - Scan barcode into the item record find tool
 - Open the item
 - On the blue dashboard click the second icon (holdings)
 - Change the assigned collection from
 - New non-fiction to fiction or
 - New fiction to fiction
 - Save
- For multiple items
 - DO NOT MIX FICTION AND NON-FICTION IN THE RECORD SET
 - Open the record set
 - New to regular shelf fiction books or
 - New to regular shelf non-fiction books
 - Scan the books into the record set by clicking on the *barcode with the blue + sign* on the tool bar
 - Scan the books
 - Close the window
 - Save
 - Click the bulk change icon (looks like blocks)
 - Check the following
 - Owner
 - Assigned branch
 - Assigned collection
 - Change assigned collection to
 - Fiction
 - Non-fiction
 - Click tab for report/record set
 - In Save to File type exact name of record set (i.e., new to regular shelf fiction books)

- Press okay
- This screen will tell you what changes have been made answer Yes if the changes are correct. The only should be assigned collection.
- Click continue
- Spot check items to make sure the change happened. Double click on and item or two to check.
- Highlight all the items and use the blue minus sign on the tool bar to remove the items from the set.
DO NOT USE THE X TO REMOVE THE ITEMS.

Place the changed items on the appropriate cart or if you have a full cart of books leave them on the cart for shelving.